

memorandum

DATE: July 15, 2002

REPLY TO:

ATTN OF: FTCP

SUBJECT: Issues from the Federal Technical Capability Panel (FTCP) Meeting and Annual Facility Representative (FR) Workshop

TO: Headquarters and Field Office Managers

On May 30, 2002, the FTCP met in conjunction with the Annual Facility Representative Workshop in Las Vegas, Nevada. During our meetings several issues were raised that require your attention to achieve the objectives of the Technical Qualification Program (TQP).

The first issue is the transportability of TQP qualification cards from one field office to another. This issue arises in part because several sites have made changes to or deleted many of the competencies identified in the Departmental TQP qualification standards. In essence, this renders the standards non-transferable. This problem was clearly illustrated in the "Facility Representative Compressed Curriculum Initiative Lessons Learned Report." The report noted that the qualification cards from some sites were modified substantially from the required competency statements in the Department's General Technical Base and Facility Representative Functional Area Standards.

A key element of the TQP is a set of common functional area qualification standards (Standards). These Standards are developed for various functional areas of responsibility in the Department. For each functional area, the Standards identify the recommended duties and responsibilities, backgrounds, technical competencies, and supporting knowledge and skills. Although adherence to these Standards is not mandatory, organizations across the Department may use them to help in the development of their TQPs.

To promote standardization and consistency, organizations are encouraged to develop site-specific qualification standards in lieu of modifying the Departmental standards. This will provide the flexibility required to address the unique needs of your organization.

The issue of increasing the completion rate of TQP participants was a topic for discussion. As noted in the May 14, 2002 Quarterly Report on Technical Capability, the DOE goal is to meet and or exceed a 75 percent fully qualified rate for all personnel in the TQP. A second goal is that there will be no personnel participating in the TQP who are overdue in their qualifications. At this point, these goals have not been achieved. In DOE Policy 426.1, Federal Technical Capability Policy for Defense Nuclear Facilities, four elements are listed that ensure the success of achieving technical capability goals. The first element, Executive Commitment and Line Management Ownership assigns accountability for the effectiveness of the TQP to Departmental senior leaders.

The document states, *"Line managers are accountable and have the responsibility, authority and flexibility to achieve and maintain technical excellence."* Therefore, the TQP completion rates must become a priority for senior leaders if completion goals are to be attained.

The FTCP expects to play a vital role in the ongoing development and implementation of integrated technical workforce plans at closure sites. The Rocky Flats Field Office and Ohio Field Office are expected to close in 2006. As such, the FTCP will identify positions with critical technical capabilities where employees may become available for employment with other DOE elements. Each Departmental element is encouraged to use the annual workforce analyses and staffing plans as a tool to help identify positions for displaced technical closure site employees to fill the technical gaps created by attrition and/or reengineering at your site. The Office of Environmental Management, in conjunction with the Office of Management and Administration, should continue the development and implementation of a strategy for an integrated workforce plan for closure sites. This will ensure that needed skills are retained at closure sites, and that highly skilled employees are retained within the Department as missions are completed or transferred.

If you have questions or comments, please contact Pat McGuire at (803) 952-4016 or myself at (509) 376-6677.


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Chairman
Federal Technical Capability Panel